



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

March 31, 2011

**MEMORANDUM**

TO: Eleanor E. White, Ph.D., Director  
Office of Special Education and Early Intervention Services

FROM: Flora L. Jenkins, Ph.D., Director  
Office of Professional Preparation Services

SUBJECT: Special Education Administrator Certificate Requirements

MCL 380.1246 mandates that a school district, public school academy (PSA) or intermediate school district (ISD) shall not continue to employ a person as a superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs unless the person meets one or more of the following requirements:

- (a) If employed as a school administrator before January 4, 2010, and the person has completed the continuing education requirements, he or she is not required to hold administrator certification.
- (b) If employed as a school administrator after January 4, 2010, the person must hold a valid school administrator certificate or be enrolled in a program leading to certification as a school administrator not later than six months after he or she begins the employment. The person then has three years to complete certification requirements or the school district, PSA, or ISD shall not continue to employ the person as a school administrator.

There has been some confusion in the field regarding requirements for special education supervisors and directors.

Clarification:

- The special education supervisors/directors, who are new to the position, are required to hold the school administrator certificate if hired after January 4, 2010, and they are responsible for administering instructional programs.

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- Those who were in those positions before January 4, 2010, completed continuing education, and were responsible for administering instructional programs are not required to hold the certificate because of the "grandparenting" clause. However, the school district, public school academy (PSA) or intermediate school district (ISD) has the local authority to require the certificate if they so choose in lieu of the clause.
- The confusion comes with those who are supervisors/directors, but may not have the responsibility of administering instructional programs. In this case, the school district, public school academy (PSA) or intermediate school district (ISD) again has the local authority to decide whether a certificate is needed.
- After January 4, 2010, the certificate is mandatory if the persons are new to the position of supervisor/director/administrator and are responsible for administering instructional programs.

Questions regarding this requirement can be directed to Mr. Rajah Smart at (517) 335-6615 or [smartr@michigan.gov](mailto:smartr@michigan.gov).

FLJ:RS/ys

c: Ann Omans  
Roxanne Balfour